



## King County

**FINANCE AND ADMINISTRATIVE SERVICES MANAGER  
DEPARTMENT OF NATURAL RESOURCES AND PARKS  
PARKS AND RECREATION DIVISION**

**Annual Salary Range: \$74,843 - \$94,869**

**Job Announcement No.: 05PB5237**

**OPEN: 6/1/05**

**CLOSE: Open Until Filled (extended)**

**WHO MAY APPLY:** This position is open to all qualified applicants.

**WHERE TO APPLY:** Required forms and materials **must** be received by 5:00pm on the closing date listed above. Send to: **Parks Human Resources, ATTN: Finance/Administrative Services Manager Recruitment, Parks Division, King County Department of Natural Resources and Parks, P. O. Box 3517, Redmond, WA 98073. Phone: 206-296-4273, Fax: 206-205-5434 (we are not responsible for incomplete fax transmissions).** (Postmarks are NOT ACCEPTED.) **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** [King County Application and data sheet](#), resume, supplemental essay detailing how your background and accomplishments match each one of the primary job duties and job qualifications as they are described in this announcement. Describe in detail how your background, accomplishments and career goals relate to the financial aspects of the Parks Business Plan.

**WORK LOCATION:** King Street Center Bldg., 201 South Jackson, Suite 700, Seattle, WA 98104.

**WORK SCHEDULE:** This full-time position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The 40-hour workweek is Monday through Friday.

**POSITION PURPOSE:** Serves as the key finance officer for the Parks and Recreation Division, overseeing the Parks Fund, developing and monitoring budget, tracking revenues and expenses against budget; administering financial programs, database management, and systems management including information technology services and risk management. Provide financial information and support to the Citizen's Oversight Committee established by the County Council to oversee how funds from the County-wide voter-approved Parks levy are utilized. Parks Division has an operating budget of \$20 million, 160 FTE's and approximately 500 seasonal employees.

**POSITION SUMMARY/JOB DUTIES:**

- Oversee the financial planning and budgeting functions for the Parks Division. Incorporate multiple funding sources; identify budget requirements; assess and analyze programs, staffing, and their financial requirements; lead staff in analyzing and evaluating budgetary and financial issues and development of policy options; provide technical assistance and strategic planning to the division's sections.
- Participate as a management team member of the division in planning and implementing overall division objectives. Assist in the development of the division's business plan including performance indicators and outcome measures. Represent the division in meetings with other divisions, departments, executive and council staff and the public.

- Manage the development, preparation and justification of division annual budget process. Work cooperatively with staff to derive recommendations and educate about the budget. Conduct final budget analysis, and prepare budget documentation in coordination with division management, Budget Office and Council staff. Explain/defend division's budget requests to division staff and management, department management, Budget Office and Council staff.
- Oversee accounting and financial reporting systems.
- Develop and implement fiscal and automated financial reporting systems and methods to improve and enhance division services.
- Administer the internal review of budget expenditures and authorize expenditures and budget revisions. Develop corrective action plans and prepare supplemental appropriations and specific ordinance fiscal notes.
- Plan, develop and implement revenue collection and related cash management systems.
- Oversee long-range revenue forecasting including impact of business development and other revenue enhancements.
- Develop and prepare complex financial reports including analysis and policy recommendations.
- Oversee the effective maintenance of the information technology requirements of the division, to include upgrade of the databases required for system users, hardware maintenance and replacement, and software revisions in adherence to industry standards.
- Liaison with the DNRP GIS Unit for the provision of services for internal division staff and the public.
- Oversee the administration of all payroll services for the division.
- Oversee risk management activities.
- Manage fiscal and administrative support staff including hiring/termination, providing direction and assigning duties, providing training and evaluate performance, and when necessary, initiate disciplinary action.

#### **QUALIFICATIONS:**

- BA/BS in Finance, Accounting, Business, Business Administration, or related degree or the equivalent combination of education and experience.
- Five or more years of recent and increasingly progressive public sector budget and financial management and financial accounting experience including the development of complex budget and financial plans.
- Demonstrated knowledge of Generally Accepted Accounting Principles and Governmental Accounting Standards and techniques.
- Advanced knowledge of financial information reporting systems.
- Advanced knowledge of financial analysis, budgeting, auditing and internal control techniques and principles.
- Excellent written and oral communication skills. Ability to communicate effectively in writing in order to prepare reports, training materials and communications. Experience making effective budget and financial presentations to varied audiences such as public task forces, elected officials, executive staff, department and division level management staff.
- Experience working with all levels of staff, management and elected officials in a collaborative way.

- Working knowledge of generally accepted financial, accounting, budgeting, auditing and internal control principles and techniques, and of automated information reporting systems.
- Skills in effectively communicating work performance standards and ability to effectively monitor and evaluate performance.
- Supervisory, decision-making and problem solving experience.
- Skill in providing leadership to multiple disciplines simultaneously. Skill in preparing and interpreting technical reports.
- Ability to work independently and in a team environment.
- Strong attention to detail.

**DESIRED QUALIFICATIONS:**

Masters of Business Administration Degree.

**NECESSARY SPECIAL REQUIREMENTS:** Valid Washington State Driver's License or the ability to travel throughout King County in a timely manner. Candidates must pass a pre-employment background investigation.

**Class Code: 8133**